

Two DLGF course options per quarter offered beginning Second Quarter 2008

Beginning Second Quarter 2008, the Indiana Department of Local Government Finance (DLGF) will offer more than one continuing education course per quarter. Since assessment professionals are at varying stages of their careers, this change will increase the number of opportunities to attend classes that may be more relevant to them based on their individual experiences and interests. Some courses may be a repeat offering of a previously offered course, enabling those who missed the previous offering a chance to attend.

Twelve classes are scheduled for each quarter. At some locations, more than one course may be offered, and assessors may register for both courses, if desired.

For example, *Income Approach to Valuation II* will be offered four times at four different locations during the Second Quarter. *Income Approach to Valuation I* will be offered eight times at eight different locations during the Second Quarter. Assessors may register for one or both courses.

Assessors should check the course schedule and course descriptions carefully. Some courses may be inappropriate for "new" assessors because of the complexity of the course content, while other courses may be inappropriate for "veteran" assessors because of the courses' introductory nature. Assessors should choose the course that best fits their experiences and interests.

The Second, Third, and Fourth Quarter one-day courses will be offered at the following 7 locations:

- Columbus
- Fort Wayne
- Merrillville
- Terre Haute
- Evansville
- Lafayette
- South Bend

These sessions are for all interested parties, regardless of certification status. However, if assessors have achieved Level 1 and/or Level 2 certification status, each class is worth seven (7) hours of continuing education credit.

Each class presented at each location will be seven hours long, including one hour for lunch. Unless otherwise noted, check-in is between 8:30 and 9 a.m. local time, and classes run from 9 a.m. to 4 p.m.

Registration

There is no registration fee for DLGF continuing education classes. The preferred method of registration is online at www.ind-pace.com. If students do not have Internet access, they can register for classes by mail, fax, or phone by following the instructions on the registration form in this brochure.

All registrations must be received at least one week before the date of each class for which students are registering. We anticipate that several classes will be at or near capacity, so pre-registration is recommended. We are unable to guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. To provide all members of the assessing community the opportunity to receive this information, assessment officials should share the contents of this brochure with their entire staff as well as their county Property Tax Assessment Board of Appeals members.

Registration Deadline:

One week before date of
class(es)

Confirmation Information

All registrations will be confirmed by mail or e-mail. Additional information on the class facility and directions will be included in the confirmation letter and on the registration Web site.

Details

Continuing education provider—The DLGF's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive expertise in training design and facilitation.

Registrar—The Registrar for classes is Lisa Harris. Students may contact her at 877-434-0990 or lharris@briljent.com.

Registration deadline—Registrations must be received no later than seven days before the date of the class.

Materials—Certain classes may require materials that must be brought to class. Students should check their confirmation letter for details on specific course requirements. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Because temperatures may vary in classrooms, a light jacket or sweater is recommended.

Course Manuals—Course manuals will be available onsite at check-in before class begins.

Course cancellation—All classes have minimum enrollments. If a course is cancelled for any reason, each student will be individually contacted as soon as a decision to cancel the course has been made.

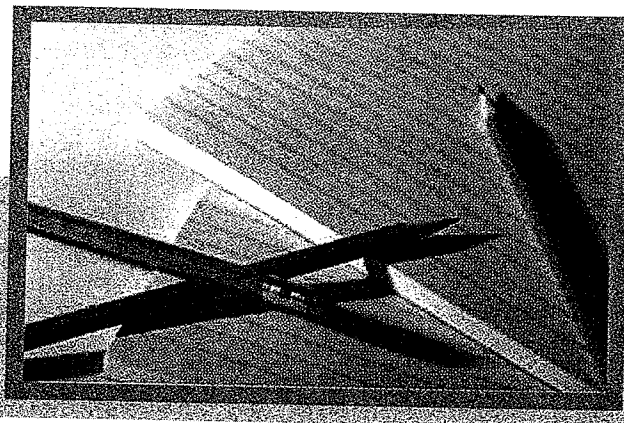
Cancellation/change policy—Classes fill quickly, so if students are unable to attend, they should notify the Registrar at least 48 hours in advance so other individuals can take their place.

Overnight accommodations—Students are responsible for making their own overnight accommodations if needed. Classrooms at all locations are within a short driving distance from hotels and motels.

Parking—Confirmation letters will provide instructions for parking at class locations.

Questions—Contact the Registrar with any registration questions.

Registrar: Lisa Harris
Briljent, LLC
7615 West Jefferson Blvd.
Fort Wayne, IN 46804
Phone: 877-434-0990
Fax: 260-434-0991
E-mail: lharris@briljent.com



Course Descriptions

Second Quarter (June 2 - 19) ***Income Approach to Valuation I***

Course No. IN 121 (Seven hours of continuing education credit by the DLGF)

This course has two objectives. First, it is intended to provide students with a basic review of the income approach so that they are comfortable with the mechanics of the overall process. Second, the students will calculate value for an income producing property using a process called income capitalization and the IRV formula. Knowing two of the three components of the IRV formula, students will be able to algebraically manipulate the formula in order to calculate the unknown value.

Second Quarter (June 3 - 18) ***Income Approach to Valuation II***

Course No. IN 224 (Seven hours of continuing education credit by the DLGF)

This course will look at the numerous techniques that are used to develop capitalization rates. The techniques are separated into two general categories: direct capitalization, which is presented as a brief review for purposes of comparing and contrasting to yield capitalization, and yield capitalization, which addresses issues with which investors are concerned that are not treated in direct capitalization. Students will have an opportunity to calculate numerous capitalization problems.

***Although it is not mandatory, it is recommended that students complete "The Income Approach to Valuation I" or have significant experience with the income approach prior to attending "The Income Approach to Valuation II."

Third Quarter (July 28 - September 24) ***Income Approach to Valuation II***

Course No. IN 224 (Seven hours of continuing education credit by the DLGF)

This course will look at the numerous techniques that are used to develop capitalization rates. The techniques are separated into two general categories: direct capitalization, which is presented as a brief review for purposes of comparing and contrasting to yield capitalization, and yield capitalization, which addresses issues with which investors are concerned that are not treated in direct capitalization. Students will have an opportunity to calculate numerous capitalization problems.

***Although it is not mandatory, it is recommended that students complete "The Income Approach to Valuation I" or have significant experience with the income approach prior to attending "The Income Approach to Valuation II."

Third Quarter (July 29 - September 26) ***Valuation of Residential Land***

Course No. IN 150 (Seven hours of continuing education credit by the DLGF)

The foundation of any successful assessment system lies in uniform and accurate land values. This course will provide assessment officials with the knowledge and tools to facilitate that process by analyzing market dynamics and studying market behavior. The course is designed to provide assessment officials with a variety of options, or techniques, to facilitate land valuation. The course begins by briefly discussing the theory and economics of land and land valuation through an examination of principles, definitions, supply and demand, and units of comparison. The main body of the course looks at the mass appraisal of land. Within this section, techniques for land valuation are presented that are both useful when sales are sufficient and when sales are scarce.

Fourth Quarter (October 6 - November 7) ***Real Estate Law I***

Course No. IN 240 (Seven hours of continuing education credit by the DLGF)

This course is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include: Possessory Estates – Freehold Estates, Possessory Estates – Non-Freehold Estates, and Non-Possessory Interests. This course presents a summary of those basic legal principles through lecture, discussion problems, and quizzes.

Fourth Quarter (October 7 - November 6) ***Real Estate Law II***

Course No. IN 241 (Seven hours of continuing education credit by the DLGF)

This course is a continuation of Real Estate Law I. This course is designed to familiarize assessing officials with the points of law regarding real property and real estate. An understanding of the basic legal principles involved with respect to real property is essential to the administration of the real property tax. Topics of discussion include: Voluntary and Involuntary Transfers, Security Interests, Restrictions on the Ownership of Land and Fixtures. This course presents a summary of those basic legal principles through lecture, discussion problems, and quizzes.

**Students need not complete "Real Estate Law I" to attend "Real Estate Law II."

DLGF Continuing Education Registration Form

The preferred method of registration is online at www.ind-pace.com. Otherwise, photocopy this page and complete the form. Then fax, mail, or call the Registrar.

Name: _____ Title: _____

Address: _____

City, State, ZIP: _____ D.O.B.: _____

County: _____ Township: _____

Phone (Home): _____ (Work): _____

Student ID Number: _____ E-mail: _____

Registrar: Lisa Harris
Briljent, LLC
7615 West Jefferson Blvd.
Fort Wayne, IN 46804
Phone: 877-434-0990
Fax: 260-434-0991
E-mail: lharris@briljent.com

Registration Deadline:

**One week before date of
class(es)**

Register for the class(es) below by checking the box for the appropriate date(s) and location(s).

Second Quarter: Income Approach to Valuation I (Course No. IN 121)

Income Approach to Valuation II (Course No. IN 224)

<input type="checkbox"/> IN 121	June 2 - Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 224	June 6 - Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 121	June 12 - Lafayette, Tippecanoe County Public Library
<input type="checkbox"/> IN 224	June 3 - Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 121	June 9 - Columbus, Holiday Inn Crystal Ballroom	<input type="checkbox"/> IN 121	June 17 - Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 121	June 4 - South Bend, Ivy Tech Community College	<input type="checkbox"/> IN 121	June 10 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 224	June 18 - Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 121	June 5 - Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 224	June 11 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 121	June 19 - Terre Haute, Ivy Tech Community College

Third Quarter: Income Approach to Valuation II (Course No. IN 224)

Valuation of Residential Land (Course No. IN 150)

<input type="checkbox"/> IN 224	June 28 - Columbus, Holiday Inn Crystal Ballroom	<input type="checkbox"/> IN 150	August 26 - Evansville, Ivy Tech Community College	<input type="checkbox"/> IN 150	September 23 - Fort Wayne, Northeast Indiana Innovation Center
<input type="checkbox"/> IN 150	July 29 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 150	August 27 - Evansville, Ivy Tech Community College	<input type="checkbox"/> IN 224	September 24 - South Bend, St. Joseph Public Library
<input type="checkbox"/> IN 150	July 30 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 224	August 28 - Terre Haute, Ivy Tech Community College	<input type="checkbox"/> IN 150	September 25 - Merrillville, Indiana Wesleyan University
<input type="checkbox"/> IN 224	July 31 - Lafayette, Tippecanoe County Public Library	<input type="checkbox"/> IN 150	September 22 - Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 150	September 26 - Merrillville, Indiana Wesleyan University

Fourth Quarter: Real Estate Law I (Course No. IN 240)

Real Estate Law II (Course No. IN 241)

<input type="checkbox"/> IN 240	October 6 - Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 241	October 10 - Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 240	October 30 - Lafayette, Tippecanoe County Public Library
<input type="checkbox"/> IN 241	October 7 - Fort Wayne, Northeast Indiana Innovation Center	<input type="checkbox"/> IN 240	October 27 - Columbus, Holiday Inn Crystal Ballroom	<input type="checkbox"/> IN 240	November 5 - Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 240	October 8 - South Bend, St. Joseph Public Library	<input type="checkbox"/> IN 240	October 28 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 241	November 6 - Evansville, Ivy Tech Community College
<input type="checkbox"/> IN 240	October 9 - Merrillville, Indiana Wesleyan University	<input type="checkbox"/> IN 241	October 29 - Indianapolis, H. Dean Evans Community and Education Center	<input type="checkbox"/> IN 240	November 7 - Terre Haute, Ivy Tech Community College